

Volunteering

Camberwell-Malvern Little Athletics Club (CMLAC) is run entirely by dedicated volunteers, with the majority of these being parents and guardians.

The success of our weekly competition relies on every family contributing throughout the season.

All parents are expected to assist with the running of our season program by volunteering in a variety of roles. Many duties* involve supporting an age group at field events, allowing parents to follow and support their child throughout the day, while other roles contribute to the overall operation of the Centre.

Being involved is fun for both parents and your kids!

Our efficient 5 event, 2-hour program is unique to Camberwell-Malvern and only possible through the efforts of all families.

SignUp at SignUpGenius



Parent roles

Available Operational Roles

Our club requires a broad range of operational roles to be filled to run our weekly programs smoothly, safely and to provide a high standard of competition for our junior athletes. These operational roles can be broken down into 2 categories:

CORE DUTIES

Season Roles Available

Age Group Manager

Canteen Manager

Volunteer Coordinator

Results Recording

Photographer

***Season Roles still
available!***

SUPPORT DUTIES

Weekly Roles

AGM Assistant

BBQ Helper

Canteen Helper

Uniform Assistant

Timing Assistant

Starters

Equipment Setup/PackUp

**Weekly Rostering via
SignUp Genius**



Points system

Parents are encouraged to volunteer in a variety of roles throughout the season to meet their required points.

Seasonal Participation Requirement

Each member family is required to earn a minimum number of **Parent Duty Points** during the season to reflect a fair contribution to the running of the club. This quota will be established early in the season and shared with all families.

Families should expect to fulfill a duty role:

1 in every 3 weeks of competition.

Points can be accumulated through a combination of volunteer **support duties** throughout the season.

No experience necessary. We'll show you everything you need to know!

Duties at regional and state events will be considered and allocated separately, given these don't apply to all families. However, if you would prefer to do extended duties at those events rather than regular CMLAC competition duties, please approach a committee member to discuss.

Weekly Duty	Points
Age Group Manager Assistant	2 Points
Stepping in as an Age Group Coordinator for one round	3 Points
Assisting at the Canteen / BBQ	2 Points
Assisting at the Uniform/Information Table	2 Points
Race Starter	2 Points
Timing Assistant	2 Points
Assisting with Set Up	1 Points
Assisting with Pack Up	1 Points
Officiating for an entire competition day	3 Points

Rostering system

How the Duty Roster Works

Families simply select a duty that suits them using our online sign-up system. You can choose roles that match your availability and confidence level, and our committee are always happy to help if it's your first time. Most duties are straightforward and allow you to remain close to your child's age group.

The Duty Roster booking system will open at the start of the season for all 18 Competition Rounds allowing families plenty of time to find an allocation date/time that suits them.

Why Your Help Matters

Volunteering isn't just about filling positions. It helps create:

- Shorter waiting times
- More safe and efficient competition
- Better experiences for athletes
- Stronger friendships between families
- A welcoming community spirit



Recording rostering points

How will my points be recorded?

To ensure all volunteer duties are accurately recorded, volunteers will check-in with the Club Registrar at the Club House. From here further instructions will be given as to your role responsibilities.

Checking in is mandatory and allows CMLAC to

- Record completed Parent Duty Points
- Track family volunteer contributions
- Support child safety and accountability throughout the day

How will I know if I have achieved enough points?

Points quotas will be shared with families early in the season once full membership numbers are known.

The CMLAC **Rostering** coordinator will regularly report points accumulation throughout the season.

Incomplete points quotas

Families who do not achieve their required Parent Duty Points by the end of the season will have athletes who are:

- Ineligible to compete in the CMLAC Centre Championships.
- Ineligible to receive an End of Season Awards.

Are there other ways I can help to earn Parent Duty Points?

If families feel they may struggle to reach their Parent Duty quota during competition times throughout the season please contact the Rostering Coordinator, who can offer alternate **off field** duties more suitable for your family, such as the following:

Region duties	Council Liason	Canteen Manager
Marketing & Social Media	Trophies & Awards	Volunteer Coordinator
Sponsorship & Grants	Uniform & Merchandise	Line Marking

Regional and state events

Regional & State Championship events

Families whose athletes represent CMLAC at Regional or State Championship events are required to complete an additional volunteer duty.

This duty is compulsory, separate from the seasonal Parent Duty Points requirement, and is a condition of participation. Championship duties will be allocated fairly and communicated to families via email in the week leading up to the event.

Failure to complete Championship Duty

Failure to complete an allocated duty at a Regional or State Championship event could result in:

- Suspension of the athlete from one (1) round of CMLAC Weekly Competition.
- Ineligibility to participate in the CMLAC Centre Championships
- Ineligible to receive an End of Season Trophy.

Remember – always reach out to our Volunteer Coordinator if your circumstances preclude you from volunteering. Alternate roles can be discussed that better suit your availability.

Explanation of the weekly duties

Weekly Duty		Tasks
Age Group Manager Assistant	2 Points	Stay with your child's age group throughout the day's competition, supporting the AGM by measuring, scanning, etc
Stepping in as an Age Group Coordinator for one round	3 Points	Co-ordinating your child's age group throughout the day's competition
Assisting at the Canteen / BBQ	2 Points	At the clubhouse throughout the day's competition and for 20 minutes afterwards, cooking sausages, serving, taking payments, etc
Assisting at the Uniform/Information Table	2 Points	At the clubhouse from ??8.30-9.30am (if shorter, is it worth 2 points??)
Race Starter	2 Points	At the starting line throughout the day's competition, starting each race and communicating with timing desk
Timing Assistant	2 Points	At the timing desk throughout the day's competition, and communicating with AGMs and starter
Assisting with Set Up	1 Points	Arrive at ??8.00 or 8.15am on Saturdays (5pm on Wed) to distribute and set up throw rings, jump pits, hurdles, timing equipment, etc. This duty is completed before competition starts, so may work for you if you have multiple children competing and want to move between age groups
Assisting with Pack Up	1 Points	Stay after competition until all equipment is packed away (about 11.15am on Sat or 7.30pm on Wed??). This duty is completed as the competition is wrapping up, so may work for you if you have multiple children competing and want to move between age groups
Officiating for an entire competition day	3 Points	